

Our Purpose

Gateway Baptist's After School & Summer Camp Programs exist to provide a loving, safe and educational place for children. Our goal is to meet the needs of each individual student and to build strong, caring relationships with each of them. We seek to show and teach them the absolute love of Christ.

Our Philosophy

Elementary age children are, for the most part, very active and unceasingly curious. They are very aware of all of the things that they witness and observe in all areas of their life. They are going through many changes in their life.

We seek to aid them in their overall development in their social, emotional, physical and spiritual growth and work to instill a positive self-image as they grow and mature in their lives. We want them to know that they are respected at Gateway.

After School Hours

Our program is open from 2:00pm - 6:00pm Monday through Friday. We are open from 7:00am - 6:00pm on full days. We are also open from 7:00am - 6:00pm during our Holiday Camp Schedules.

Our program ends at 6:00 pm each day. Please let us know if you are going to be late picking up your child. We understand that problems arise and there are sometimes delays in picking up your child. However, we do charge a late fee of \$1.00 per minute for every minute you are late. Please remember that our staff have families and responsibilities that they need to get to after they leave work in the evening. Thank you for respecting their time.

Discipline Policy

1. Children will not engage in any kind of aggressive behavior. This includes (but is not limited to) tackling, shoving, rough play, hitting, kicking or any action that causes injury to another.
2. Children must use appropriate language at all times. Profanity will not be tolerated. This also includes bullying, being unkind and disrespectful in their tone of voice.
3. Children will have an appropriate attitude. This includes their interaction with other children as well as staff.
4. Children are expected to follow instructions promptly as given by staff.
5. Children may not leave an area without permission from a staff member. Children should stay with their group at all times.
6. Children must always respect the personal property and space of others.

In fairness to the other children and families in our program, we can not allow a child's behavior to continuously disrupt our program. If after several attempts a child cannot get their behavior under control, we may find it necessary to dismiss a child

Bus Safety Rules

1. Children should enter and exit the buses carefully.
2. Children are expected to ride quietly and to obey staff driver's instructions at all times.
3. Children must sit in their seats at all times and face forward when the bus is moving. Seatbelts **MUST BE WORN PROPERLY AT ALL TIMES.**
4. Children causing a disruption on the bus may not be allowed to ride the bus for a period of time.

Inclement Weather Information

We follow the Lexington/Richland 5 School District School schedule for inclement weather. If there is a delay in opening school, we will still pick your child up at the dismissal time. However, if school is closed for inclement weather, we will also be closed. If school is dismissed early due to weather conditions, you will need to pick your child up from school. **WE WILL NOT PICK YOUR CHILD UP IF SCHOOL IS DIMISSED EARLY DUE TO INCLEMENT WEATHER.**

Messages

Please call us if there is a change in who will be picking your child up from our program. (This is especially important if the person is not on your authorized list of people that can pick your child up at school.) A child's verbal instructions will not be honored.

Most importantly, **please call us by 1:45 pm if your child will not be attending our program.** We need to know so our drivers won't be waiting for your child. If you don't let us know this information, we are delayed at your child's school finding out where they are and that they have been picked up. This can also cause delays in picking up other

Personal Belongings

Children often have similar clothing so it is necessary for you to label your child's jackets and sweaters/sweatshirts. Children should be dressed for the weather. Please do not allow your child to bring valuable items to school. **We cannot be responsible for valuable items sent to school.**

We have a strict no cell phone policy. This includes smart watches, Ipads and any device that can be used for calls, texts and messages. If your child needs to reach you, I will be happy to call for them. If you need to reach them, call me and I will gladly get them for you.

Pick-Up Procedures

Our location will be posted at the front desk if there is not a staff person there to greet you. If the hallway doors are locked, there will be a list of phone extensions for you to call, depending on which room your child is in for homework or large group activities. A staff person will either greet you at the classroom or will bring your child to you if the hallway doors are locked. If someone other than you, the parent, is picking up your child, please be sure they are on your authorized pick-up list. If your pick up plans change during the day, please call to let us know who is picking your child up. We will check ID (a driver's license or other photo ID) if we don't know the person picking up your child. So, please let them know this and have them be prepared to show it to us.

WE CANNOT RELEASE YOUR CHILD WITHOUT PROPER IDENTIFICATION.

Often someone may pick up regularly but the staff person on duty is a sub or hasn't met the person before. They will ask for ID if they are not sure who the person is. *You may be asked for ID!* Please understand that this is a safety issue, and we will not take chances with your child's safety!

*Regarding child custody: please let us know if a "non-custodial" parent is picking up. If you have a schedule of visitation, it is helpful to have this information, so we know when to expect them. **If the non-custodial parent does not have permission to pick your child up, we must have custody papers on file for your child.** This information is confidential. However, we will keep a copy in your child's classroom, in the main office and in our field trip file. We cannot be "too safe" when it comes to this!*

Health Requirements

Children should not attend our program if any of the following symptoms have been present in the past 24 hours:

- rash
- fever
- diarrhea
- excessive, heavy coughing
- sore throat

Children must be symptom free for a full 24 hours before returning to our program.

Please advise us if your child has come down with a contagious disease, so other parents may be notified.

If your child has head lice, please let us know. Children must be treated and "nit-free" to be in our program.

If your child is well enough to come to afterschool, he/she is expected to participate in the regular program, including outdoor activities. Please keep your child home if you feel they are unable to participate in the daily activities. We do not staff our program to watch children who must remain inside.

If a child is to receive medication while in our program, we must have a medication form on file with specific instructions as to the dosage and when it is to be given. All medication must be in the prescription bottle with the child's name on it.



Afterschool Program Parent Information

(Kindergarten – 5th Grade)
1651 Dutch Fork Rd.
Irmo, SC 29063

461- 4829 (Afterschool Office)
732-0590 (Church Offices)
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